

CITY OF SOUTH BEND, WASHINGTON

2018 Budget



MAYOR Julie K. Struck
CITY COUNCIL Wyatt Kuiken
Clarence (Bunny) Williams
Patricia Neve
Karla Webber
Robert (Bob) Hall

CITY SUPERVISOR Dennis Houk
POLICE CHIEF David Eastham
CLERK/TREASURER Dee A. Roberts
DEPUTY CLERK/TREASURER Kim Porter
POLICE SECRETARY Zoe Sowa
PART-TIME MUNICIPAL COURT CLERK Lisa Carlson

1102 West First Street, P.O. Drawer 9, South Bend, WA 98586
Adopted November 27, 2017/Ordinance #1528
ph (360) 875-5571 fax (360) 875-4009 www.southbend-wa.gov

TABLE OF CONTENTS

	Page #
INTRODUCTION	i
MAYOR STRUCK'S MESSAGE	ii
SUMMARY OF ALL FUNDS	iii
CURRENT EXPENSE FUND 001	iv
Current Expense Summary	
Resources	1-2
Expenditures:	
➤ Legislative	3
➤ Judicial	4
➤ Financial & Records	4
➤ Legal Expenses	5
➤ Law Enforcement	5
➤ Fire Control	6
➤ Planning/Community Development	6
➤ Physical Health	7
➤ Non-Expenditure Disbursements	7
➤ Operating Transfers – Streets, Library, & Hotel/Motel	7
OTHER FUNDS	
Fund 101 – Streets	8
Fund 103 – Library	9
Fund 106 – Capital Fund - Docks	10
Fund 110 – Hotel/Motel Tax	11
Fund 401 – Water	12-13
Fund 404 – Sewer	14-15
Fund 405 – Mosquito Control	16
Fund 411 – Garbage Collection	17
Fund 601 – Utility Deposits	18
Fund 610 – Robert Bush Park	18
Fund 630 – Municipal Court	19
Fund 701 – HUD	19
WAGE SCHEDULE	20
GLOSSARY	21-22

INTRODUCTION

Mayor Julie Struck is running unopposed for her second 4 year term as Mayor of the City of South Bend. She has created a stability at the city which was missing for quite some time. All of the employees feel fortunate to have such a dedicated and supportive Mayor who looks out not only for the best interests of the city and its citizens but also for those behind the scenes as well. She remains the chair of annual *Come Play on Labor Day* event and it continues to thrive and grow under her leadership. Her door is always open whether it's a citizen's complaint or a job well done. I am positive that the next four years under the tutelage of Mayor Struck will be some of the best yet.

EQUIPMENT/IMPROVEMENTS

The following equipment and improvements have been programmed in the 2018 Budget.

CURRENT EXPENSE	Office Equipment	\$3,500	Computers/Printers/Copiers
	Discretionary	\$3,000	Legislative
	Discretionary	\$1,000	Financial & Records
	Police	\$5,000	Vehicles
	Police	\$2,000	Computers
	Firefighter Equipment	\$20,000	
	Fire Equipment	\$30,000	
STREETS	Street Equipment	\$12,000	
WATER FUND	WTP Filters	\$140,000	
	Computers/Software	\$5,000	
	Vehicles	\$17,000	
SEWER FUND	Vehicles	\$12,000	
	Computers/Software	\$2,500	
MOSQUITO FUND	Vehicles	\$5,000	
GARBAGE FUND	Equipment	\$30,000	

BUDGET SUMMARY/COMPARISON TO 2016 & 2017

	Estimated January 1 Cash	Add Revenues	(Less) (Expenses)	(Less-S/T & L/T)* (Capital Expenses)	Dec 31 Cash
2016	\$2,015,601	\$4,628,300	\$2,901,009	\$2,540,469	\$1,202,423
2017	\$1,951,505	\$8,675,443	\$6,666,911	\$2,740,937	\$1,219,099

*S/T – Short Term L/T – Long Term

A Message from the Mayor:

This has been another good year for the City of South Bend. One of the major accomplishments this year was the cleaning out of both the Martin Creek Dam raw water holding pond and the Electric Light Creek raw water holding pond. We are now able to retain double the water we could hold before the clean outs were completed. This has helped us to provide water throughout the dry summer months without relying on the intertie with Raymond.

We have a new garbage truck! The new truck has an automated scorpion arm to pick up the cans. This will reduce the potential of worker injuries substantially. It will also allow for faster pickup of residential garbage. This will permit the garbage truck driver to spend more time working with the public works crew to maintain city infrastructure.

This is an election year. Four council seats and the Mayor's position are all up for election. All four council seats are contested. Councilors Hall and Webber have decided not to run for re-election. We will have at least two new people on the council after the November election.

We have a new police officer. Officer Patrick Jo has joined the department in place of Officer Ryan Miskell who went to work for the City of Raymond. Welcome aboard Officer Jo!

Funding continues to be a challenge for the current expense fund. The enterprise funds are doing better though. Current expense has had to absorb more of the public works crew wages due to new procedures the state auditor has required us to put into practice. This has stressed an already tight fund. We are currently looking at ways to remedy the situation. It appears that a revenue increase will be necessary.

I'm looking forward to 2018. South Bend is a great city and I am proud to be your Mayor.

Mayor Julie K. Struck

City of South Bend 2018 Budget

CASH SUMMARY OF ALL FUNDS

	JAN. 1, 2018 PROJECTED	ADD: BUDGETED	LESS: BUDGETED	LESS: BUDGETED	LESS: BUDGETED	Ending
GENERAL GOVERNMENT FUNDS	<u>Cash</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Capital Expense</u>	<u>L/T Capital Expense</u>	<u>Cash</u>
001 CURRENT EXPENSE	\$150,000	\$1,037,814	-\$1,118,116	-\$34,500	-\$10,000	\$25,198
SPECIAL REVENUE FUNDS						
101 STREETS	\$10,000	\$901,700	-\$171,928	-\$687,200	\$0	\$52,572
103 LIBRARY	\$0	\$6,000	-\$4,800	\$0	\$0	\$1,200
106 DOCKS/WATERFRONT	\$52,700	\$22,100	-\$17,420	\$0	\$0	\$57,380
110 HOTEL/MOTEL TAX FUND	\$0	\$39,200	-\$37,502	\$0	\$0	\$1,698
UTILITY FUNDS						
401 WATER	\$1,323,068	\$3,932,000	-\$3,749,604	-\$42,000	-\$775,000	\$688,464
404 SEWER	\$194,280	\$1,614,751	-\$485,619	-\$1,112,881	-\$42,681	\$167,849
405 MOSQUITO	\$41,800	\$75,000	-\$65,848	-\$5,000	\$0	\$45,952
411 GARBAGE	\$10,000	\$370,000	-\$298,455	\$0	-\$30,000	\$51,545
TRUST FUNDS						
601 WATER TRUST	\$29,300	\$10,000	-\$8,000	\$0	\$0	\$31,300
610 ROBERT BUSH PARK	\$7,050	\$200	-\$5,500	\$0	\$0	\$1,750
630 MUNICIPAL COURT	\$0	\$175,000	\$175,000	\$0	\$0	\$0
REVOLVING FUNDS						
701 HUD	\$255,735	\$0	-\$1,000	\$0	\$0	\$254,735
TOTAL ALL FUNDS	\$2,073,933	\$8,183,765	-\$5,788,792	-\$1,881,581	-\$857,681	\$1,379,643

City of South Bend 2018 Budget

SUMMARY OF CURRENT EXPENSE FUND 001

2018 BUDGET

CURRENT EXPENSE

<u>RESOURCES:</u>	<u>\$1,187,814</u>
<u>LESS EXPENDITURES:</u>	
Legislative (City Council)	\$78,807
Judicial/Municipal	\$57,085
Financial/Records	\$102,167
Law Enforcement	\$583,987
Legal (Miscellaneous)	\$20,000
Fire Control	\$69,532
Emergency Services	\$6,891
Planning/comm. Development	\$3,100
Physical Health	\$1,747
Non Expenditure State Collections	\$60,800
Operating Transfers (Streets & Hotel/Motel)	\$178,500
TOTAL CURRENT EXPENSE	<u>\$1,162,616</u>
CURRENT EXPENSE RESOURCES <MINUS> EXPENSES =	<u>\$25,198</u>

City of South Bend 2018 Budget

FUND 001 CURRENT EXPENSE

RESOURCES	2018 BUDGET
<u>BEGINNING CASH ESTIMATE - January 1</u>	\$150,000
 <u>GENERAL TAXES</u>	
Real & Personal Property Taxes	\$243,364
Retail Sales and Use Tax	\$150,000
Business & Occupation Tax	\$125,000
Total	\$518,364
 <u>EXCISE TAXES</u>	
T.V. Cable Excise	\$25,000
Telephone/Cell/Pager Excise	\$45,000
PUD Excise	\$85,000
Water/Sewer Excise	\$90,000
Gambling Excise	\$1,200
Total	\$246,200
 <u>LICENSES & PERMITS</u>	
Business Licenses	\$10,000
Animal Licenses	\$700
Building Permits	\$25,000
Total	\$35,700
 <u>INTERGOVERNMENTAL REVENUE</u>	
TAC Grant	\$6,000
CTED Stop Grant	\$5,000
WSTSC - Click It or Ticket/DUI	\$2,000
Total	\$13,000
 <u>STATE SHARED REVENUES</u>	
PUD Privilege Tax	\$12,000
Total	\$12,000
 <u>STATE ENTITLEMENTS</u>	
Local Government Assistance	\$22,000
Criminal Justice - Population	\$850
Criminal Justice - Special Program	\$1,180
Cities DUI Distribution	\$350
Liquor Excise	\$7,000
Liquor Board Profits	\$14,000
Marijuana Enforcement	\$1,500
Total	\$46,880

City of South Bend 2018 Budget

FUND 001 CURRENT EXPENSE REVENUES/BEGINNING CASH (continued from page 1)

	2018 BUDGET
<u>INTERLOCAL GOVERNMENT PAYMENTS</u>	
Fire District 8 Services	\$1,500
Total	\$1,500
<u>CHARGES FOR SERVICES</u>	
Permit Fees	\$8,000
Animal Shelter Fees	\$400
Total	\$8,400
<u>FINES AND FORFEITURES</u>	
Police Court Fines and Forfeitures	\$90,000
Total	\$90,000
<u>MISCELLANEOUS REVENUE</u>	
Investment Interest	\$300
Investment Interest-Timber	\$500
Sales Tax Interest	\$150
Public Restroom Donations	\$100
Copy Sales & Miscellaneous	\$1,000
Miscellaneous	\$2,000
Property Rental for PCSO Storage	\$720
Total	\$4,770
 TOTAL CE REVENUES	 \$976,814
<u>NON- REVENUE</u>	
State Court Fees	\$60,000
County Court Remittances	\$800
State Fee - Building Permits	\$200
Total	\$61,000
<u>OTHER FINANCING SOURCES</u>	
Sale of Capital Assets	\$0
Total	\$0
 TOTAL CE REVENUES	 \$1,037,814
 Add: Beginning Cash	 \$150,000
TOTAL RESOURCES FUND 001	\$1,187,814

FUND 001 CURRENT EXPENSE EXPENDITURES
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City of South Bend 2018 Budget

FACILITIES - CITY HALL

BUDGET

CITY HALL

Operating Supplies	\$3,000
Total City Hall Supplies	\$3,000

CITY HALL Services

Custodial Services - City Hall	\$2,400
Utilities - City Hall	\$3,500
Repair/Maintenance - City Hall	\$7,000
Total CITY HALL Services	\$12,900

TOTAL FACILITIES - CITY HALL	\$15,900
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SALARIES/BENEFITS - City Council/Mayor

Salaries & Wages	\$16,800
Personnel Benefits	\$1,407
TOTAL SALARIES/BENEFITS - City Council	\$18,207

OTHER SERVICES AND CHARGES

Phone/Postage Meter/Website Management	\$10,000
Travel	\$3,500
Advertising (Legal's)	\$2,000
Insurance Including Flood Insurance	\$11,500
Miscellaneous - AWC Dues & Retro Management	\$3,700
Miscellaneous (Dues, Subscriptions, Etc)	\$1,000
Miscellaneous (Election Costs)	\$10,000
TOTAL OTHER SERVICES AND CHARGES	\$41,700

CAPITAL OUTLAY

Capital Outlay - Discretionary	\$3,000
TOTAL CAPITAL OUTLAY	\$3,000

<u>TOTAL LEGISLATIVE</u>	\$78,807
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City of South Bend 2018 Budget

FUND 001 CURRENT EXPENSE EXPENDITURES (Continued)
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	2018 BUDGET
<u>JUDICIAL/MUNICIPAL COURT</u>	
SALARIES AND WAGES	
Salaries and Wages - Includes Judge	\$28,840
Benefits - Includes Judge	\$4,985
TOTAL SALARIES/BENEFITS	\$33,825
OTHER SERVICES AND CHARGES	
Office Supplies/Miscellaneous Forms	\$2,000
Contract Public Defender/Pro Tem	\$8,400
Contract Prosecutor/Pro Tem	\$9,360
Interpreter	\$1,000
Miscellaneous Services	\$1,500
Training/Travel	\$1,000
TOTAL SERVICES AND CHARGES	\$23,260
CAPITAL OUTLAY	
Capital Outlay	\$0
TOTAL CAPITAL OUTLAY	\$0
<u>TOTAL JUDICIAL</u>	\$57,085
	2018 BUDGET
<u>FINANCIAL AND RECORDS SERVICES</u>	
SALARIES/BENEFITS	
Salaries & Wages	\$50,618
Benefits	\$18,549
TOTAL SALARIES/BENEFITS	\$69,167
SUPPLIES	
Office Supplies/Miscellaneous	\$5,000
TOTAL OFFICE SUPPLIES	\$5,000
OTHER SERVICES AND CHARGES	
State Audit Costs	\$6,000
Office Equipment - Repair & Maintenance	\$1,500
Computer Software Maintenance Agreements	\$10,000
Codification Updates	\$2,000
Travel & Training	\$2,500
Miscellaneous - Dues/Subscriptions/Banking	\$1,500
TOTAL OTHER SERVICES & CHARGES	\$23,500
CAPITAL OUTLAY	
Capital Outlay (Computers)	\$3,500
Capital Outlay (Discretionary)	\$1,000
TOTAL CAPITAL OUTLAY	\$4,500
<u>TOTAL FINANCIAL & RECORDS</u>	\$102,167

City of South Bend 2018 Budget

**FUND 001 CURRENT EXPENSE
EXPENDITURES (Continued)**

LEGAL EXPENSES

**2018
BUDGET**

OTHER SERVICES & CHARGES

Professional Services - Legal Services	\$10,000
Building Publications-Permits	\$10,000
TOTAL OTHER SERVICES & CHARGES	\$20,000

TOTAL LEGAL

\$20,000

LAW ENFORCEMENT

**2018
BUDGET**

SALARIES/BENEFITS

Salaries & Wages	\$284,855
Benefits	\$111,635
Benefits - LEOFF 1	\$2,500
Long Term Care (LEOFF 1 Retired)	\$2,350
Uniform Allowances (4)	\$3,300
Uniform Allowances (Reserves)	\$2,000
TOTAL SALARIES/BENEFITS	\$406,640

SUPPLIES

Office Supplies	\$4,500
Operating Supplies	\$8,000
Fuel Consumed	\$18,500
TOTAL SUPPLIES	\$31,000

OTHER SERVICES AND CHARGES

Professional Services - Impound Fees	\$700
Communications/Phone	\$6,000
Communications (PACCOM)	\$58,147
Travel & Training	\$4,000
Insurance	\$33,000
Repair & Maintenance	\$10,000
Jail Services (Pacific County)	\$12,000
Miscellaneous Dues/Subscriptions/Training Requirements	\$1,000
Miscellaneous - (Investigations, Trial Expense, Etc.)	\$1,500
TAC Grant	\$6,000
CTED Stop Grant	\$5,000
WSTSC - Click It or Ticket/DUI	\$2,000
TOTAL OTHER SERVICES & CHARGES	\$139,347

CAPITAL OUTLAY

Computer/Office Equipment	\$2,000
Capital Outlay (Vehicles & Miscellaneous)	\$5,000
TOTAL CAPITAL OUTLAY	\$7,000

TOTAL LAW ENFORCEMENT

\$583,987

**FUND 001 CURRENT EXPENSE
EXPENDITURES (Continued)**

	2018 BUDGET
<u>FIRE CONTROL</u>	
<u>SALARIES/BENEFITS</u>	
Salaries	\$1,800
Benefits	\$2,400
TOTAL SALARIES/BENEFITS	\$4,200
 <u>OPERATING SUPPLIES</u>	
Operating Supplies	\$3,000
TOTAL OPERATING SUPPLIES	\$3,000
 Repair and Maintenance - Building	\$5,000
Repair and Maintenance - Equipment	\$10,000
Janitorial Service & Supplies	\$1,000
Insurance Including Flood Insurance	\$4,100
Fuel	\$1,000
Utilities - Phone	\$2,000
Utilities - Electricity	\$7,000
Travel/Training	\$1,000
Communications (PACCOM)	\$1,232
TOTAL SERVICES	\$32,332
 <u>CAPITAL OUTLAY</u>	
Firefighter Equipment	\$20,000
Fire Equipment (Large Equipment Replacement Fund)	\$10,000
TOTAL EQUIPMENT - FIRE DEPT.	\$30,000
 <u>TOTAL FIRE CONTROL</u>	\$69,532
	2018 BUDGET
<u>EMERGENCY SERVICES</u>	
<u>OTHER SERVICES AND CHARGES</u>	
Pacific County - Emergency Management	\$6,891
TOTAL OTHER SERVICES AND CHARGES	\$6,891
 <u>TOTAL EMERGENCY SERVICES</u>	\$6,891
	2018 BUDGET
<u>PLANNING/COMMUNITY DEV.</u>	
<u>OTHER SERVICES AND CHARGES</u>	
PCOG Dues	\$1,500
Economic Development	\$600
Building Abatement Costs	\$1,000
TOTAL OTHER SERVICE & CHARGES	\$3,100
 <u>TOTAL PLANNING/COMMUNITY DEV.</u>	\$3,100

**FUND 001 CURRENT EXPENSE
EXPENDITURES (Continued)**

City of South Bend 2018 Budget

PHYSICAL HEALTH

BUDGET

OTHER CHARGES AND SERVICES

County Alcohol Assessment

\$500

Olympic Air Pollution Control

\$1,247

TOTAL OTHER SERVICES & CHARGES

\$1,747

TOTAL PHYSICAL HEALTH

\$1,747

NON-EXPENDITURE DISBURSEMENTS

**2018
BUDGET**

State Court Remittance

\$60,000

County Court Remittance

\$800

TOTAL NON-EXPENDITURES

\$60,800

CAPITAL OUTLAY

Discretionary

\$0

TOTAL CAPITAL OUTLAY

\$0

OPERATING TRANSFERS

**2018
BUDGET**

Library

\$6,000

Hotel/Motel

\$32,500

City Streets

\$140,000

TOTAL OPERATING TRANSFERS

\$178,500

TOTAL FUND 001 EXPENDITURES

\$1,162,616

City of South Bend 2018 Budget

FUND 101 STREETS

	Budget 2018 BUDGET
<u>RESOURCES</u>	
BEGINNING CASH	
Estimated Beginning Unreserved Cash	\$10,000
TOTAL ESTIMATED BEGINNING CASH	\$10,000
 STREET REVENUES	
Washington State TIB Grants	\$675,200
Motor Vehicle Fuel Tax	\$33,000
Multimodal Transportation	\$2,000
Miscellaneous Revenue	\$51,500
Operating Transfers-IN	\$140,000
TOTAL STREET REVENUES	\$901,700
 <u>TOTAL FUND 101 RESOURCES</u>	 \$911,700
 EXPENDITURES	 2018 BUDGET
SALARIES/BENEFITS	
Salaries & Wages	\$62,015
Benefits	\$26,713
Boots	\$200
TOTAL SALARIES/BENEFITS	\$88,928
 SUPPLIES	
Gravel	\$16,000
Asphalt	\$10,000
Miscellaneous Supplies/Signs	\$10,000
Fuel Consumed	\$3,000
TOTAL SUPPLIES-STREET	\$39,000
 OTHER SERVICES AND CHARGES	
Utilities - Street Lightning	\$16,000
Equipment Repairs	\$3,000
Contracted Maintenance/Labor	\$22,000
Miscellaneous	\$3,000
TOTAL OTHER SERVICES & CHARGES	\$44,000
 STREETS - CAPITAL OUTLAY	
Arterial Streets-Design/Engineering (TIB)	\$168,800
Arterial Streets-Construction (TIB)	\$506,400
Capital Outlay	\$12,000
TOTAL STREETS CAPITAL OUTLAY	\$687,200
 <u>TOTAL FUND 101 EXPENDITURES</u>	 \$859,128

FUND 103 LIBRARY**RESOURCES****2018
BUDGET****BEGINNING CASH**

Estimated Beginning Unreserved Cash

\$0**TOTAL ESTIMATED BEGINNING CASH****\$0****LIBRARY REVENUES**

Miscellaneous Revenue

\$0

Operating Transfer-In from 001

\$6,000**TOTAL LIBRARY REVENUES****\$6,000****TOTAL RESOURCES****\$6,000****EXPENDITURES****2018
BUDGET****LIBRARY SUPPLIES**

Operating Supplies

\$500**TOTAL LIBRARY SUPPLIES****\$500****LIBRARY - OTHER SERVICES/CHGS.**

Custodial Services

\$1,700

Utilities (Electricity)

\$1,500

Library Elevator Certification

\$100

Repair/Maintenance

\$1,000**TOTAL LIBRARY SERVICES/CHARGES****\$4,300****TOTAL EXPENDITURES****\$4,800**

FUND 106 DOCKS FUND

<u>RESOURCES</u>	2018 BUDGET
BEGINNING CASH	
Estimated Beginning Unreserved Cash	<u>\$52,700</u>
TOTAL ESTIMATED BEGINNING CASH	\$52,700
 DOCKS/WATERFRONT REVENUES	
Real Estate Excise Tax	\$12,000
Boat Launch - Launch Fees	\$5,000
Moorage	\$3,500
Robert Bush/Kismit Share of DNR lease	\$650
Miscellaneous Revenue	<u>\$300</u>
TOTAL REVENUE - CITY DOCKS	\$21,450
 TAXES AND NONREVENUES	
State Leasehold Excise Tax	<u>\$650</u>
TOTAL TAXES AND NONREVENUES	\$650
 <u>TOTAL RESOURCES</u>	\$74,800
 <u>EXPENDITURES</u>	2018 BUDGET
 SALARIES/BENEFITS	
Salaries	\$3,519
Benefits	<u>\$1,251</u>
TOTAL SALARIES/BENEFITS	\$4,770
 OTHER SERVICES AND CHARGES	
Utilities (Electricity)	\$1,000
DNR Fees	\$3,000
Repairs/Maintenance/Structures	\$6,000
Miscellaneous Expense	<u>\$2,000</u>
TOTAL CHARGES AND SERVICES	\$12,000
 TAXES	
State Leasehold Excise Tax	<u>\$650</u>
TOTAL TAXES	\$650
 <u>TOTAL EXPENDITURES</u>	\$17,420

FUND 110 HOTEL/MOTEL TAX FUND

<u>RESOURCES</u>	2018 BUDGET
BEGINNING CASH	
Estimated Beginning Unreserved Cash	\$0
TOTAL ESTIMATED BEGINNING CASH	<u>\$0</u>
HOTEL/MOTEL TAX FUND REVENUES	
Hotel/Motel Tax	\$6,700
Operating Transfer-In from 001	\$32,500
TOTAL REVENUE - HOTEL/MOTEL TAX FUND	<u>\$39,200</u>
<u>TOTAL RESOURCES</u>	\$39,200

<u>HOTEL/MOTEL EXPENDITURES</u>	2018 BUDGET
GENERAL PARK FACILITIES	
Salaries/Wages	\$14,638
Benefits	\$2,981
Contract Weed Spraying	\$2,383
Operating Supplies/Miscellaneous	\$8,300
Miscellaneous Contract Service	\$2,400
Utilities/Miscellaneous Services	\$4,800
Helen Davis RR Pumping	\$2,000
TOTAL PARK FACILITIES	<u>\$37,502</u>
TOTAL HOTEL/MOTEL TAX FUND EXPENDITURES	\$37,502

FUND 401 WATER

<u>RESOURCES</u>	2018 BUDGET
BEGINNING CASH	
Estimated Beginning Unreserved Cash	\$1,323,068
TOTAL ESTIMATED BEGINNING CASH	\$1,323,068
WATER REVENUES	
Water Sales	\$924,000
Miscellaneous (New Services)	\$3,000
Miscellaneous (Other)	\$1,000
CDBG - WTP Main Project	\$750,000
USDA RD - WTP Main Project	\$2,214,000
TOTAL WATER REVENUES	\$3,892,000
WATER NONREVENUES	
State Excise Tax	\$40,000
TOTAL WATER NONREVENUES	\$40,000
<u>TOTAL RESOURCES</u>	\$5,255,068
<u>EXPENDITURES</u>	2018 BUDGET
SALARIES/BENEFITS	
Salaries & Wages	\$192,804
Personnel Benefits	\$87,782
Boots	\$400
TOTAL SALARIES/BENEFITS	\$280,986
OPERATING SUPPLIES	
Materials/Supplies	\$45,000
Chemicals	\$8,000
Fuel Consumed	\$9,000
Water Purchased/Raymond	\$1,000
TOTAL OPERATING SUPPLIES	\$63,000
OTHER SERVICES/CHARGES	
Miscellaneous Professional Services	\$37,500
Sample Testing/Monitoring	\$7,000
Communications	\$7,000
Travel/Training	\$4,500
Insurance	\$23,000
Power (Pumps/Plant/Shop)	\$45,000
Repair and Maintenance - Equipment	\$20,000
Membership Dues/Subscriptions	\$1,000
Operating Certification Permits	\$4,500
Water Line Infrastructure Improvements	\$5,000
TOTAL OTHER SERVICES/SUPPLIES	\$154,500
TAXES	
State Excise Tax	\$40,000
TOTAL TAXES	\$40,000

City of South Bend 2018 Budget

DEBT SERVICE

Public Works Trust Fund	\$76,499
Drinking Water State Revolving Fund	\$160,619
TOTAL DEBT SERVICE	\$237,118

CAPITAL OUTLAY

WTP Filter Replacement (LTI)	\$140,000
Capital Reserves (LTI)	\$205,000
Operating Reserves	\$20,000
Watershed Management (LTI)	\$160,000
River Crossing Upgrade (LTI)	\$240,000
WTP Maintenance Agreement (LTI)	\$30,000
Computer Hardware/Software	\$5,000
Vehicles, Equipment	\$17,000
Water Line Infrastructure Improvements	\$10,000
CDBG - WTP Main Project	\$750,000
USDA RD - WTP Main Project	\$2,214,000
TOTAL CAPITAL OUTLAY	\$3,791,000

<u>TOTAL EXPENDITURES</u>	\$4,566,604
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City of South Bend 2018 Budget

FUND 404 SEWER

RESOURCES

**2018
BUDGET**

BEGINNING CASH

Estimated Beginning Unreserved Cash	<u>\$194,280</u>
TOTAL ESTIMATED BEGINNING CASH	\$194,280

SEWER REVENUES

Sewer Sales	\$995,000
Miscellaneous (New Services)	\$5,000
Land Use Permit Fee-Camenzind	\$850
CWSRF - Central Avenue (To Complete Orig Project)	\$577,901
Miscellaneous (Other)	<u>\$1,000</u>
TOTAL SEWER REVENUES	\$1,579,751

SEWER NONREVENUES

State Excise Tax	<u>\$35,000</u>
TOTAL SEWER NONREVENUES	\$35,000

TOTAL RESOURCES

\$1,809,031

EXPENDITURES

**2018
BUDGET**

SALARIES/BENEFITS

Salaries & Wages	\$81,231
Personnel Benefits	\$34,988
Boots	<u>\$400</u>
TOTAL SALARIES/BENEFITS	\$116,619

OPERATING SUPPLIES

Materials/Supplies	\$10,000
Chemicals	\$1,000
Fuel Consumed	<u>\$5,000</u>
TOTAL OPERATING SUPPLIES	\$16,000

OTHER SERVICES/CHARGES

Miscellaneous Professional Services	\$10,000
Maintenance & Operations-RWWTP	\$250,000
Communications	\$4,500
Travel/Training	\$1,000
Insurance	\$20,000
Power (Pumps/Lagoon)	\$13,000
Repair and Maintenance (Equipment)	\$15,000
Membership Dues/Subscriptions	\$500
Operating Certification (Discharge) Permits	\$2,000
WA Parks & Rec-Easement	<u>\$2,000</u>
TOTAL OTHER SERVICES/SUPPLIES	\$318,000

City of South Bend 2018 Budget

TAXES

State Excise Tax	\$35,000
TOTAL TAXES	\$35,000

DEBT SERVICE

USDA Rural Development	\$233,648
Dept of Ecology	\$145,173
Public Works Trust Fund	\$123,659
TOTAL DEBT SERVICE	\$502,480

CAPITAL OUTLAY

CWSRF - Central Avenue (To Complete Orig Project)	\$577,901
Bond Reserve (10 Years-2023) (RWWTP-RD Required)	\$42,681
Capital Outlay - Vehicles, Equipment	\$12,000
Capital Outlay - Pumps	\$18,000
Capital Improvement - Computers, Software	\$2,500
TOTAL CAPITAL OUTLAY	\$653,082

<u>TOTAL EXPENDITURES</u>	\$1,641,181
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FUND 405 MOSQUITO CONTROL

<u>RESOURCES</u>	2018 BUDGET
BEGINNING CASH	
Estimated Beginning Unreserved Cash	\$41,800
TOTAL BEGINNING CASH	\$41,800
MOSQUITO FUND REVENUES	
City Excise Tax - Water/Sewer	\$45,000
City Excise Tax - Garbage	\$30,000
TOTAL MOSQUITO FUND REVENUES	\$75,000
<u>TOTAL RESOURCES</u>	\$116,800
<u>EXPENDITURES</u>	2018 BUDGET
SALARIES/BENEFITS	
Salaries & Wages	\$3,338
Personnel Benefits	\$1,445
TOTAL SALARIES/BENEFITS	\$4,783
OTHER SERVICES & CHARGES	
Professional Services - Spraying	\$42,000
Professional Services - Insurance	\$19,065
TOTAL PROFESSIONAL SERVICES	\$61,065
CAPITAL OUTLAY	
Capital Outlay - Vehicles	\$5,000
TOTAL CAPITAL OUTLAY	\$5,000
NONREVENUES	
	\$0
TOTAL NONREVENUES	\$0
<u>TOTAL EXPENDITURES</u>	\$70,848

City of South Bend 2018 Budget

FUND 411 GARBAGE FUND

RESOURCES

**2018
BUDGET**

BEGINNING CASH

Estimated Beginning Unreserved Cash	<u>\$10,000</u>
TOTAL ESTIMATED BEGINNING CASH	\$10,000

GARBAGE REVENUES

Garbage Services	<u>\$350,000</u>
TOTAL GARBAGE FUND REVENUES	\$350,000

GARBAGE FUND NONREVENUES

State Excise Tax	<u>\$20,000</u>
TOTAL NONREVENUES	\$20,000

TOTAL RESOURCES

\$380,000

EXPENDITURES

**2018
BUDGET**

SALARIES/BENEFITS

Salaries/Wages	\$37,221
Benefits	\$16,634
Boot Allowance	<u>\$200</u>
TOTAL SALARIES/WAGES	\$54,055

SUPPLIES

Operating Supplies	\$4,000
Fuel/Oil Consumed	\$9,000
Containers	<u>\$2,400</u>
TOTAL SUPPLIES	\$15,400

OTHER SERVICES AND CHARGES

Insurance	\$22,000
Utility Service - Royal Heights	\$150,000
Repair & Maintenance - Equipment	\$10,000
Miscellaneous Services/Charges	<u>\$2,000</u>
TOTAL OTHER SERVICES & CHARGES	\$184,000

CAPITAL OUTLAY

Equipment	<u>\$30,000</u>
TOTAL CAPITAL EQUIPMENT	\$30,000

DEBT SERVICE

USDA Rural Development	<u>\$25,000</u>
TOTAL DEBT SERVICE	\$25,000

INTERGOV. CHGS. (STATE EX. TAX)

State Excise Tax	<u>\$20,000</u>
TOTAL INTERGOV. CHARGES	\$20,000

TOTAL EXPENDITURES

\$328,455

City of South Bend 2018 Budget

FUND 601 UTILITY DEPOSITS

<u>RESOURCES</u>	2018 BUDGET
BEGINNING CASH	
Estimated Beginning Unreserved Cash	\$29,300
TOTAL BEGINNING CASH	<u>\$29,300</u>
UTILITY DEPOSITS (NONREVENUES)	
Utility Customer Deposits	\$10,000
TOTAL UTIL. CUSTOMER DEPOSITS	<u>\$10,000</u>
<u>TOTAL FUND 601 RESOURCES</u>	\$39,300

<u>EXPENDITURES</u>	2018 BUDGET
REFUNDS	
Deposits Refunded	\$8,000
TOTAL REFUNDS	<u>\$8,000</u>
<u>TOTAL EXPENDITURES</u>	\$8,000

FUND 610 ROBERT BUSH PARK

<u>RESOURCES</u>	2018 BUDGET
BEGINNING CASH	
Estimated Beginning Unreserved Cash	\$7,050
TOTAL BEGINNING CASH	<u>\$7,050</u>
REVENUES	
Investment Interest	\$200
Donations	\$0
TOTAL REVENUES	<u>\$200</u>
<u>TOTAL FUND 610 RESOURCES</u>	\$7,250

<u>EXPENDITURES</u>	2018 BUDGET
Park Maintenance	\$5,500
TOTAL BUSH MEMORIAL EXPENSES	<u>\$5,500</u>
<u>TOTAL EXPENDITURES</u>	\$5,500

FUND 630 MUNICIPAL COURT

<u>RESOURCES</u>	2018 BUDGET
BEGINNING CASH	
Estimated Beginning Unreserved Cash	\$0
TOTAL BEGINNING CASH	<u>\$0</u>
REVENUES	
Municipal Court Deposits	\$175,000
TOTAL REVENUES	<u>\$175,000</u>
<u>TOTAL FUND 630 RESOURCES</u>	\$175,000

<u>EXPENDITURES</u>	2018 BUDGET
Municipal Court Checks	\$175,000
TOTAL EXPENDITURES	<u>\$175,000</u>

FUND 701 HUD LOAN FUND

<u>RESOURCES</u>	2018 BUDGET
BEGINNING CASH	
Estimated Beginning Unreserved Cash	\$255,735
TOTAL ESTIMATED BEGINNING CASH	<u>\$255,735</u>
HUD LOAN FUND REVENUES	
Miscellaneous	\$0
TOTAL HUD FUND REVENUES	<u>\$0</u>
HUD NONREVENUES	
Loan Repayments	\$0
TOTAL HUD FUND NONREVENUES	<u>\$0</u>
<u>TOTAL RESOURCES</u>	\$255,735

<u>EXPENDITURES</u>	2018 BUDGET
Housing/Community Development	\$1,000
TOTAL HOUSING/COMMUNITY DEV.	<u>\$1,000</u>
<u>TOTAL EXPENDITURES</u>	\$1,000

2018										GROSS		STATE		HEALTH		TOTAL		BENEFITS ONLY
HIRE DATE	RATE		BASE SALARY	LONGEVITY	BUILDING	VACA. BONUS	ACC. COMP.	POLICE HOLIDAYS	OVER- TIME	PAY	FICA	RETIRE.	L & I	INSUR	SAL/BENEFITS			
		CITY COUNCIL	\$ 7,200							\$ 7,200	\$ 551	\$ -	\$ 52	\$ -	\$ 7,803	\$603		
		MAYOR	\$ 9,600							\$ 9,600	\$ 734	\$ -	\$ 69	\$ -	\$ 10,404	\$804		
01-May-99	\$ 29.32	CLERK/TREASURER-D Roberts	\$ 60,986	\$ 1,140	\$ -	\$ 1,173	\$ -	\$ -	\$ -	\$ 63,298	\$ 4,842	\$ 7,890	\$ 301	\$ 11,100	\$ 87,431	\$24,133		
11-Dec-06	\$ 21.39	DEPUTY CLK/TREASURER-K Porter	\$ 44,491	\$ 720	\$ -	\$ 856	\$ -	\$ -	\$ -	\$ 46,067	\$ 3,524	\$ 5,742	\$ 335	\$ 11,100	\$ 66,768	\$20,701		
20-May-85	\$ 29.32	POLICE CHIEF-D Eastham	\$ 60,986	\$ 1,980	\$ -	\$ 1,173	\$ -	\$ 2,580	\$ -	\$ 66,719	\$ 5,104	\$ 3,419	\$ 301	\$ 11,100	\$ 86,642	\$19,924		
04-Jun-14	\$ 21.39	POLICE SECRETARY-Z Sowa	\$ 44,491	\$ 240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,731	\$ 3,422	\$ 5,681	\$ 335	\$ 11,100	\$ 65,269	\$20,538		
27-Jan-17	\$ 23.46	POLICE OFFICER-P Jo	\$ 48,797	\$ -	\$ -	\$ -	\$ -	\$ 2,064	\$ 4,223	\$ 55,084	\$ 4,214	\$ 2,991	\$ 2,887	\$ 11,100	\$ 76,276	\$21,192		
21-Oct-11	\$ 26.28	POLICE SERGEANT-L Stigall	\$ 54,662	\$ 480	\$ -	\$ 1,051	\$ -	\$ 2,313	\$ 4,730	\$ 63,237	\$ 4,838	\$ 3,377	\$ 2,887	\$ 11,100	\$ 85,438	\$22,201		
15-Oct-16	\$ 23.46	POLICE OFFICER - L Gonzalaz	\$ 48,797	\$ -	\$ -	\$ -	\$ -	\$ 2,064	\$ 4,223	\$ 55,084	\$ 4,214	\$ 2,991	\$ 2,887	\$ 11,100	\$ 76,276	\$21,192		
13-Jun-12	\$ 29.32	CITY SUPERVISOR - D Houk	\$ 60,986	\$ 360	\$ 9,600	\$ -	\$ -	\$ -	\$ -	\$ 70,946	\$ 5,427	\$ 7,791	\$ 335	\$ 11,100	\$ 95,599	\$24,654		
17-Nov-14	\$ 22.14	PUBLIC WORKS TECH II - J Moran	\$ 46,051	\$ 240	\$ -	\$ -	\$ -	\$ -	\$ 2,989	\$ 49,280	\$ 3,770	\$ 6,259	\$ 2,497	\$ 11,100	\$ 72,906	\$23,626		
26-Dec-96	\$ 23.64	PUBLIC WORKS TECH IV-J Miller	\$ 49,171	\$ 1,320	\$ -	\$ 946	\$ -	\$ -	\$ 4,255	\$ 55,692	\$ 4,260	\$ 7,073	\$ 2,497	\$ 11,100	\$ 80,623	\$24,931		
13-Mar-07	\$ 22.14	PUBLIC WORKS TECH IV- T McGee	\$ 46,051	\$ 660	\$ -	\$ 886	\$ -	\$ -	\$ 3,985	\$ 51,582	\$ 3,946	\$ 6,438	\$ 2,497	\$ 11,100	\$ 75,564	\$23,982		
08-Jan-14	\$ 22.14	PUBLIC WORKS TECH IV - C Orkney	\$ 46,051	\$ 240	\$ -	\$ -	\$ -		\$ 2,989	\$ 49,280	\$ 3,770	\$ 6,259	\$ 2,497	\$ 11,100	\$ 72,906	\$23,626		
26-Sep-16	\$ 22.14	PUBLIC WORKS TECH IV- K Spoor	\$ 46,051	\$ -	\$ -	\$ -	\$ -		\$ 2,989	\$ 49,040	\$ 3,752	\$ 6,228	\$ 2,497	\$ 11,100	\$ 72,617	\$23,577		
09-Dec-13	\$ 18.50	MUNICIPAL COURT - L Carlson (P/T)	\$ 19,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,240	\$ 1,472	\$ 2,443	\$ 335	\$ -	\$ 23,491	\$4,251		
	\$ 100	FIRE CHIEF	\$ 1,200							\$ 1,200	\$ 92	\$ -	\$ -	\$ -	\$ 1,292	\$92		
		POLICE PROVISIONAL HELP	\$ -							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0		
		LEOFF I RETIRED MEDICAL	\$ -							\$ -	\$ -	\$ -	\$ -	\$ 6,588	\$ 6,588	\$6,588		
	\$ 850	PARKS CARETAKER	\$ 10,200							\$ 10,200	\$ -		\$ 1,112		\$ 11,312	\$1,112		
	\$ 800	JUDGE	\$ 9,600							\$ 9,600	\$ 734		\$ -		\$ 10,334	\$734		
	\$ 780	PROSECUTOR	\$ 9,360							\$ 9,360	\$ -		\$ -		\$ 9,360	\$0		
	\$ 700	PUBLIC DEFENDER	\$ 8,400							\$ 8,400	\$ -		\$ -		\$ 8,400	\$0		
	\$ 212	CITY HALL JANITOR	\$ 2,544							\$ 2,544	\$ -		\$ 49		\$ 2,593	\$49		
													\$ 24,371					

\$ 24,371

TOTAL	\$ 1,105,891
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GLOSSARY OF BUDGET TERMS

Administrative Services Departments – Refers to organizational units or departments that primarily provide services to other departments. These include:

- Legislative – City Council and its functions;
- Financial Services – the accounting, financial reporting, city clerk services, customer service and treasury functions.

Appropriation – The legal spending level authorized by an ordinance of the city council. Spending should not exceed this level without prior approval of the council.

Assessed Valuation – The value assigned to properties within the city that is used in computing the property taxes to be paid by property owners. This comes from the county assessor's office prior to levying taxes for the upcoming budget.

BARS – The **B**udgeting, **A**ccounting and **R**eporting **S**ystem for accounting systems prescribed by the Washington State Auditor's Office. Every budget line item has a unique 18 digit number attached to it.

Beginning Cash – The ending balance left over from the budget for the previous year. Ideally this should be in an amount sufficient for three months operating expenses.

Benefits – City provided employee benefits, such as social security, retirement, health insurances and retirement.

Budget – A financial plan of operations for the city. It is a plan, not a list of accounts and amounts.

Capital Outlay – A budget category that may be part of a capital improvement program or part of the operating budget.

CDBG – “Community Development Block Grant”

CTED – “Department of Community, Trade and Economic Development”

Current Expense Fund – See “General Fund”

Debt Service – Interest and principle payments on debt.

Designated Fund Balance – A portion of fund balance that has been designated by past council action for a specific purpose

Enterprise Fund – A type of proprietary fund in which the direct beneficiaries of the fund pay for all costs of the fund through fees. This type of fund is self sustaining.

Fund – A self-balancing group of accounts that includes revenues and expenditures which are segregated for specific activities or for attaining certain objectives in accordance with special regulations

General Fund – The fund of the city that accounts for all activity not specifically accounted for in other funds: Includes such operations as police, fire, parks and administration.

General Obligations – Bonds or other indebtedness of the city for which the pledge made for repayment is the full faith and credit of the city.

Governmental Fund Types – Funds that provide general government services. These include the general fund, special revenue funds, capital projects and debt service funds.

Interfund Transfers - Flows of assets (usually cash, could be goods) without equivalent flows of assets in return and without requirement for repayment.

Intergovernmental Revenues – Revenues from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

Internal Controls – A system of controls established by the city that are designed to safeguard the assets of the city and provide reasonable assurances as to the accuracy of financial data.

LEOFF – The “Law Enforcement Officers and Fire Fighters” retirement system of the state that provides coverage for city public safety employees.

LTI – Long Term Investments

Operating Budget – The annual appropriation to maintain the provision of city services to the public

PERS – “Public Employee Retirement System” The state system for public employment retirement applicable to most except where LEOFF is applicable.

Preliminary Budget – That budget which is proposed by staff to the council and has not yet been adopted by the council